**Getting Going with eChalk Email**

**SETTING THE STAGE** (To be reviewed before the session begins.)  
**Session Overview**  
In this session, participants will learn how to use the address book in eChalk email. They will use this resource for their own communication as well as being able to support others.  
  
**Focusing Questions**

How can we support others in using their eChalk email address books?

**Materials**  
The following materials are used in this session:  
-Laptops  
-Projector  
-Internet access

-It may be beneficial to have a list of email addresses for class participants.

-List of student logins and passwords for eChalk

**Resources**  
<http://www.nycdoe.org/downloads/DF049D23E0BA45FD93906719DC0352D1/eChalk_Email.pdf>

Power Point

INSTRUCTION (Typically lasts about 20% of session.)  
  
**Framing the Session**  
  
"Last time we met we learned how to open, read, reply, and write messages in email. Today we will learn how to use the address book in eChalk. We will *add contacts, add group lists, and send email to our contacts.*

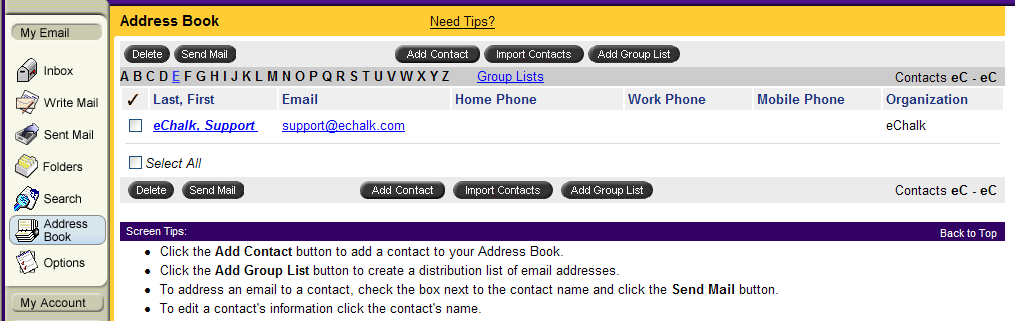
**Teaching**

***\*All students must be provided with their user names and passwords.\****  
First, go to the school website. Remember the site is ‘school number.nycdoe.org’

For example, <http://02m131.nycdoe.org/> is the address for MS 131.

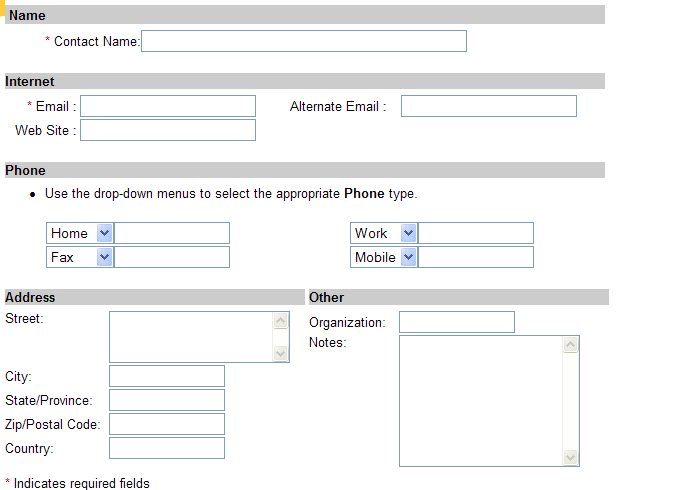
Login.

* *Click the Address Book.*
* *Click Add Contact*



Ask participants to add you as a contact. Give them your information. Discuss which information is relevant. For example, you may choose to give them a work address but not home address.

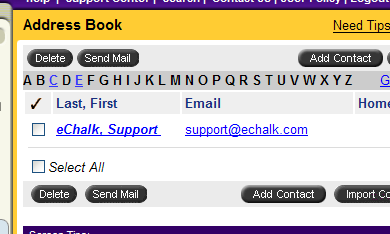
Demonstrate to participants how save the information.



**Guided Practice**  
  
“Now it is your turn to try it.”

Tell participants to exchange info with a partner and add them as a new contact.

They should check the box next to their partner’s name and then click Send Mail.



In the body of the email they are sending their partner, participants should list some people they may want to put in their address books. Send emails.

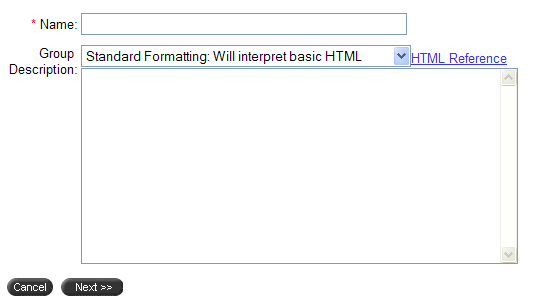
When participants receive email, this is an opportunity to *review* the previous lesson on opening and reading emails.

**Teaching**

Teach participants how to Add a Group List.

Discuss why a distribution list is valuable. When might students need to create a group list? Teachers? (some answers may include: students could use it to contact project group members, they may want to email all the other iSquaders about a resource or opportunity; teachers could create a group list of each of their classes or make a parent list)

Show participants where to give a group a name and description. Discuss what makes a good group list name. (Descriptions are optional.) Click next.



When adding a group list in eChalk, there are 3 ways to add contacts. Explain the differences to the participants. Basically:

* Add Contacts Manually: you type or paste the contacts. (for example, non - eChalk email addresses)
* Select Contacts: Choose eChalk members off a school list (for example, adding the science class)
* Add from Address Book: add contacts already in your personal address book

During work time the class will be divided (jigsaw style) and each group will discover a different way to add groups. You do not need to walk them through each way; let them explore it. Each student group will take turns to explain “their way” of adding a group list during the Share.

*This is the detailed explanation of adding a Group list from eChalk:*

1. Click the **Add Contacts Manually** button if you want to type or copy and paste a list of contacts into your Group List or if you’re adding someone from outside of your school or district.

• To add contacts manually, you can either enter the contact’s name (First Last), or the contact’s email address in the **Add Contacts** box. Add a name if it will be recognized in the selected eChalk community. Use an email address for users outside eChalk.

***Note:*** *If you would like to use eChalk’s autocomplete feature, you may enter partial first or last names in the* ***Add Contacts*** *box. In order to do this if you are part of an eChalk district, click the* ***Select******Sites…*** *link and choose the eChalk schools in your district to which the contacts belong.*

• Click **OK**.

1. Click the **Select Contacts** button if you want to add contacts by conducting a search of your school/district directory.

• If you are part of an eChalk district and your contacts are at other sites within your district, click the **Select Sites…** link located at the top of your screen to select the sites to which your contacts belong.

• Click the radio button next to the type of user you would like to add to your group list. You can further refine your search by defining fields in the **Optionally select other criteria** column of the search screen.

• Click **Next**.

• A prompt will display asking: Would you like to add this set of users as a rule to your group?

***Note:*** *A rule will set your contact list to all users who fit your selected criteria. For example, if you set your search to* ***User Type****: Staff,* ***Position****: Guidance Counselor, all users on your eChalk system with a profile setting of* ***User Type****: Staff, and* ***Position****: Guidance Counselor will be added to your group automatically. If an additional Guidance Counselor is added to your school’s eChalk system in the future, (s)he will also be automatically added to your group.*

• Click **Yes** to create this group list by rule.

• If you decide not to set up a rule for group membership, click **No** and you will be taken to a screen of search results and have the option to manually choose the contacts for your group list. If you choose this option, then you will have to manually adjust your group contacts to add additional users in the future.

1. Click the **Add from Address Book** button if you want to add contacts from your Address Book.

• Select the contacts you would like to add to your group list.

• Click **OK**.

* Click the **Finish** button to save your group list.

***Note:*** *If you want to check whether a contact was added to the group list, select the group list in your address book and click on the* ***View******Email Contacts*** *link.*

**WORK TIME** (Typically lasts about 60–70% of session.)

**Getting Started**

Divide the participants into 3 groups.

Each group will choose (or be assigned) 1 way to add a group list (add contacts manually, select contacts, or add from address book).

**Participant Activity**

Make a group list of members of this class.

Tell students to:

Step 1 Follow the steps to add a group list.

Step 2 Under “Email Contacts” each group should explore 1 way of selecting the group members.

**Facilitator Conferring**  
Circulate around the room and confer with participants. Make sure that participants are choosing the appropriate site to select participants from and using descriptive group names.

If participants finish early, have them explore the other 2 methods of adding email contacts.  
  
Take note of any discoveries that can be presented during the Share.

**SHARE** **I** (Typically lasts about 10–20% of session.)

**Ask, “**How did your group add the group list?”

Have each of the 3 groups show the steps to adding email contacts using ‘their’ method. Each group could just add a few names to 1 group list you create together. *\*After clicking ‘ok’ the ‘email contacts’ screen will show the current members and allow you to choose a different way to add other members.\**

Ask participants to discuss the advantages and disadvantages for each method of adding members to a group list. Possible answers:

* Add Contacts Manually:
  + allows you to add members not on eChalk
  + type names without knowing specific sites (if you select all sites)
  + a drawback is that you need to know their exact email addresses and/or spelling of names
* Select Contacts:
  + gives you all the members of a site to choose from so you see the names & possibly are reminded of people who should be on the list
  + a drawback is searching through all the names to find who you are looking for or not knowing their site
* Add from address book:
  + lets you pick your individual contacts to place in a group
  + a drawback is you need to have added the member to your address book previously

**Participant Activity**

Ask participants if they can you figure out how to:

* + In Write Mail, open up a blank email and insert an address from your address book?
  + Send a message to a group by typing the group name on the To: line (in Write Mail)
  + Open up an email you’ve received and add the *sender* to your address book?
  + Delete a contact?
  + Use the alphabet bar to find the individual email addresses and group lists that you’ve added.
* **SHARE** **II**

Ask participants to share

* What they learned about using the address book in eChalk email? And What other new discoveries they made?
* Be sure to review the answers from the previous work time:
  + In Write Mail, open up a blank email and insert an address from your address book? *Click Address Book link above To: line*
  + Send a message to a group by typing the group name on the To: line (in Write Mail)  *Put asterisks (\*) before and after the name*
  + Open up an email you’ve received and add the *sender* to your address book? *Click Add to Address Book link next to From: line*
  + Delete a contact? *Place check mark next to name and click Delete*
  + Use the alphabet bar to find the individual email addresses and group lists that you’ve added. *Click 1st letter of last name or Group Lists link*

**ACKNOWLEDGEMENT**

**Acknowledgements**  
Some images and text were adapted from eChalk’s support document: “Focus on eChalk Email.”

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